



Human Resources

DATE POSTED: SEPTEMBER 15, 2006

REQ. # 06-244

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-15-2006 TO 09-22-2006, but will remain open until filled.

DEPARTMENT/DIVISION
LIBRARY
POSITION AVAILABLE
LIBRARY SYSTEMS TECHNICIAN I
OF OPENINGS
1
STARTING SALARY
\$11.08/HOUR
COMMENTS
One (1) year experience in library work, preferably with an automated library system. Data entry experience preferred. Performs highly detailed and technical work in the operation of the Library System's Network Support Section. Basic knowledge of at least one MARC media format, Anglo-American Cataloging Rules (2nd ed., rev) Dewey Decimal Classification. Driving Position
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 605
PAY GRADE: 11
SALARY: \$11.08-17.37
LIBRARY SYSTEMS TECHNICIAN I

MAJOR FUNCTION: Performs highly detailed and technical work in the operation of the Library System's Network Support Section.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Basic knowledge of at least one MARC media format, Anglo-American Cataloging Rules (2nd ed., rev.), Dewey Decimal Classification, Library of Congress Subject Headings; working knowledge of personal computers, printers and local area networks; working knowledge of library procedures.

Abilities: Ability to perform assigned duties while exercising some individual judgment and initiative. Ability to understand and follow written and oral instructions. Ability to learn quickly and to adhere to prescribed routines. Ability to keep routine records and to make simple reports. Ability to communicate effectively both orally and in written form. Skill in typing with reasonable speed and accuracy. Ability to establish and maintain effective working relationships with library staff and other County employees.

ESSENTIAL JOB FUNCTIONS: Assists in trouble-shooting PC and network problems on-site and at the branches. Reports unresolved problems to County Information Technology Customer Service and monitors resolution. Performs derivative and some original cataloging for print and non-print materials following national standards for bibliographic description. Assists in the day-to-day in-house operations for automated report generation for statistical and managerial purposes. Processes library materials. Other related library tasks.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Must have good command of English language and be able to hear normal telephone conversations. Occasionally called upon to lift objects of 30 pounds or less.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a sedentary position. Some areas of the library facilities have high dust levels, which may cause allergic reactions.

WORK HAZARDS: Possible vision dysfunction due to computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: One (1) year experience in library work, preferably with an automated library system. Data entry experience preferred.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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